



DEPARTMENT OF THE NAVY
COMMANDER NAVAL RESERVE FORCES COMMAND
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5100

COMNAVRESFORCOMINST 1650.1
N01A

20 MAY 2004

COMNAVRESFORCOM INSTRUCTION 1650.1

Subj: RESERVE OFFICERS ASSOCIATION "OUTSTANDING NAVAL
RESERVE JUNIOR OFFICER AWARD"

Encl: (1) Reserve Officer Association Outstanding Naval
Reserve Junior Officer of the Year Award
Nomination Format


1. Purpose. To recognize performance excellence by Naval Reserve junior officers.
2. Eligibility Requirements. Each candidate must:
 - a. Be a commissioned officer who is currently a satisfactory participant drilling in the Naval Reserve.
 - b. Be a junior officer (CW02/CW03, Ensign through Lieutenant Commander).
 - c. Not be a previous recipient of this award.
3. Selection Criteria. A candidate must exemplify characteristics expected from an outstanding military officer. Criteria used in the selection process will include:
 - a. Performance and accomplishments during the last 3 years. May include civic accomplishments, if characteristic of the officer's leadership abilities, but should emphasize performance of military duty.
 - b. Notable contributions to the mission of the Navy/ Naval Reserve Force.
4. Nomination Procedures. All Naval Reserve commands should submit nominees through the appropriate chain of command to reach Commander, Naval Reserve Forces Command (N01A) by 15 November. Nomination format is in enclosure (1). Also, the nomination package will include one full-length photograph in service khaki uniform as required for the permanent officer personnel record. There is no requirement for echelon IV

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commands to prioritize multiple nominees from within their area of responsibility via a local board.

5. Selection of recipients. Commander, Naval Reserve Forces Command will select the outstanding Naval Reserve Junior Officer by 15 December and notify the Reserve Officers Association (ROA) National Headquarters (Director of Naval Affairs) of the selection. The officer selected will be invited to attend the ROA Midwinter Conference in Washington, DC. The selectee will be recognized with a plaque to be presented at the Navy, Marine Corps, and Coast Guard Service Selection Luncheon. Additional suitable recognition will be given at the Midwinter Conference Banquet by the ROA National President.

6. Support. The selectee will be issued active duty for training orders, with pay and allowances, for a period not to exceed 4 days including travel. ROA will sponsor full registration, including meals and hotel accommodations, for attendance at the Midwinter Conference, as well as a complimentary full registration for an accompanying spouse, if applicable.


W. S. BEYER
Chief of Staff

Distribution: (COMNAVRESFORINST 5218.2A)

List A (A2A (CHINFO), A3 (N095) only)

B
C
D
E

RESERVE OFFICER ASSOCIATION
OUTSTANDING NAVAL RESERVE JUNIOR OFFICER
OF THE YEAR AWARD
NOMINATION FORMAT

1. PERSONAL INFORMATION

NAME:

RANK:

SOCIAL SECURITY NUMBER:

DESIGNATOR:

BIILLET ASSIGNED:

MAJOR DUTIES AND RESPONSIBILITIES:

NUMBER OF MONTHS AT COMMAND:

ASSIGNMENT HHISTORY: (Previous commands assigned and dates)

2. SELECTION CRITERIA

JUSTIFICATION FOR NOMINATION (Demonstrated leadership,
performance accomplishments and contributions):

NOTE: The justification should not exceed 2 pages.

3. ATTACHMENT

Full-length photograph in service khaki

Enclosure (1)